

CHECK-IN

Check-in officially records your arrival on the incident. This provides information used for the following:

- Personnel must have been ordered to incident
- Personnel accountability
- Resources unit status keeping
- Preparation of assignments and reassignments
- Location of personnel for emergency notifications
- Establishing personnel time records
- Release planning
- Demobilization

Check-in only once. This can be done at one of the following locations:

- Incident Command Post (Resources Unit)
- Staging Areas
- Base or Camp(s)
- Helibase

If you are to report directly for a tactical assignment, you can report to the designated Division/ Group Supervisor, Operations Section Chief or Incident Commander depending upon the level of ICS activation.

However, after release from the tactical assignment, you will formally check-in at one of the above locations.

COMMON RESPONSIBILITIES

After check-in, locate your point of contact (generally your immediate supervisor) and obtain your initial briefing. Briefings received and given should include:

- Current situation
- Identification of specific job responsibilities expected of you
- Identification of co-workers within your job function and/or geographical assignment
- Location and definition of work area
- Identification of eating and sleeping arrangements, as appropriate
- Procedural instructions for obtaining supplies, services and personnel
- Identification of operational period work shift
- Clarification of any important points pertaining to assignments that may be questionable
- Provisions for specific debriefing at the end of an operational period

After receiving your briefing, give a similar briefing to any personnel assigned to you.

Maintain a log of your activities during your shift and list the names of the personnel assigned to you, as appropriate.

